

PCT Printing and Mailing

The following documentation is being provided to eliminate the use of the black and red folders used for PCT printing and mailing of outgoing correspondence. The past process of the Patent Application Specialist printing documents and placing them in the black or red folders to be copied and mailed will be replaced by the use of POWER which stands for PCT Operations Workflow and Electronic Review System.

This process allows for the Contactor staff to be able to assign and monitor workflow through the use of System Admin Console and POWER workflow.

The use of both systems will provide staff the ability to do the following transactions.

- Mail forms to applicants.
- Soft scan images into IFW.
- Submit PALM transaction once date is set.
- Send electronic transmission of forms and Record copies to International Bureau (IB).
- Mail Search Copies and RO forms to ISA/EP, KR and AU, as appropriate.
- Mail miscellaneous documents to JPO.

The following steps should be taken for assigning documents to be printed and mailed out using System Admin Console.

1. Supervisor of Copies and Mailing opens up System Admin Queue to monitor and assign cases to workers that will mail forms and record copies.



System Admin Console (2).lnk

2. Once the console opens select Work Distribution.



3. Double click on Copies & Mailing to view the serial numbers to be assigned.

16bis Exceptions	4
19.4 Exceptions	2
Article 11	1
Bib Data Review/PTOSS	255
Copies&Mailing	203
Demand Backlog	3
Demand LSS Backlog	1
Demand LSS1	300
Demand Over Backlog	3
Demand Overdue Resp	69

Once you double click on Copies and Mailing the following screen will open to view the serial numbers to be assigned.

PCT U.S. serial number

Workstep Contents - 2/7/2008 11:45:36 AM

Sort By: Name Type: Workstep Change Report... Release from Error

Server: powerp Assign to User... Remove from Workflow

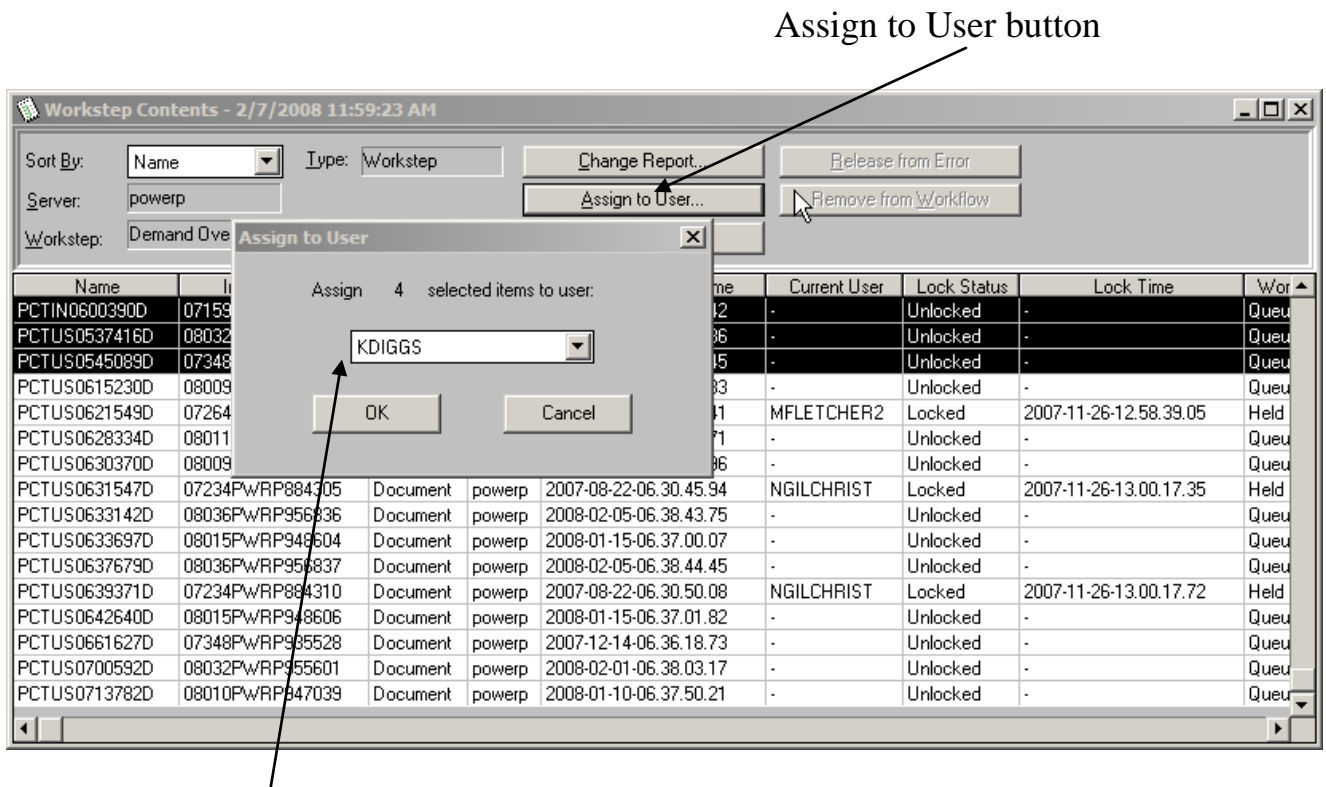
Workstep: Copies_Mailing Release from User

Name	Internal Name	Type	Server	Workstep Entry Time	Current User	Lock Status	Lock Time	Work
PCTUS0762265R	07162PWRP851417	Document	powerp	2007-06-27-12.53.33.67	-	Unlocked	-	Queued
PCTUS0769212R	07152PWRP846506	Folder	powerp	2007-09-20-12.38.03.12	-	Unlocked	-	Queued
PCTUS0772608R	07183PWRP861897	Folder	powerp	2007-10-10-19.41.24.76	-	Unlocked	-	Queued
PCTUS0774475R	07208PWRP873936	Folder	powerp	2008-01-11-12.35.55.70	-	Unlocked	-	Queued
PCTUS0777345R	07247PWRP889501	Folder	powerp	2007-09-19-18.30.27.42	-	Unlocked	-	Queued
PCTUS0777513R	07248PWRP890152	Folder	powerp	2007-11-02-15.12.15.06	-	Unlocked	-	Queued
PCTUS0778008R	08031PWRP955143	Document	powerp	2008-02-04-17.26.32.76	-	Unlocked	-	Queued
PCTUS0782328R	07298PWRP912359	Folder	powerp	2008-01-16-06.45.50.80	-	Unlocked	-	Queued
PCTUS0782330R	07298PWRP912799	Folder	powerp	2008-01-16-06.46.03.80	-	Unlocked	-	Queued
PCTUS0782331R	07298PWRP912352	Folder	powerp	2008-01-16-06.43.38.83	-	Unlocked	-	Queued
PCTUS0782332R	07298PWRP912404	Folder	powerp	2008-01-16-06.41.31.54	-	Unlocked	-	Queued
PCTUS0782401R	07298PWRP912820	Folder	powerp	2008-01-16-07.05.22.11	-	Unlocked	-	Queued
PCTUS0783275R	07309PWRP917237	Folder	powerp	2008-01-15-07.18.34.19	-	Unlocked	-	Queued
PCTUS0783376R	07306PWRP916095	Folder	powerp	2008-01-15-07.32.52.63	-	Unlocked	-	Queued
PCTUS0783379R	07306PWRP916134	Folder	powerp	2008-01-14-10.30.41.84	-	Unlocked	-	Queued
PCTUS0783385R	07306PWRP916129	Folder	powerp	2008-01-14-10.17.20.70	-	Unlocked	-	Queued

4. Select the serial numbers to be assigned by clicking on the serial number once.

Name	Internal Name	Type	Server	Workstep Entry Time	Current User	Lock Status	Lock Time	Work
PCTUS0762265R	07162PWRP851417	Document	powerp	2007-06-27-12.53.33.67	-	Unlocked	-	Queued
PCTUS0769312R	07152PWRP846506	Folder	powerp	2007-09-20-12.38.03.12	-	Unlocked	-	Queued
PCTUS0772608R	07183PWRP861897	Folder	powerp	2007-10-10-19.41.24.76	-	Unlocked	-	Queued
PCTUS0774475R	07208PWRP873936	Folder	powerp	2008-01-11-12.35.55.70	-	Unlocked	-	Queued
PCTUS0777345R	07247PWRP889501	Folder	powerp	2007-09-19-18.30.27.42	-	Unlocked	-	Queued
PCTUS0777513R	07248PWRP890152	Folder	powerp	2007-11-02-15.12.15.06	-	Unlocked	-	Queued
PCTUS0778008R	08031PWRP955143	Document	powerp	2008-02-04-17.26.32.76	-	Unlocked	-	Queued
PCTUS0782328R	07298PWRP912359	Folder	powerp	2008-01-16-06.45.50.80	-	Unlocked	-	Queued
PCTUS0782330R	07298PWRP912799	Folder	powerp	2008-01-16-06.46.03.80	-	Unlocked	-	Queued
PCTUS0782331R	07298PWRP912352	Folder	powerp	2008-01-16-06.43.38.83	-	Unlocked	-	Queued
PCTUS0782332R	07298PWRP912404	Folder	powerp	2008-01-16-06.41.31.54	-	Unlocked	-	Queued
PCTUS0782401R	07298PWRP912820	Folder	powerp	2008-01-16-07.05.22.11	-	Unlocked	-	Queued
PCTUS0783275R	07309PWRP917237	Folder	powerp	2008-01-15-07.18.34.19	-	Unlocked	-	Queued
PCTUS0783376R	07306PWRP916095	Folder	powerp	2008-01-15-07.32.52.63	-	Unlocked	-	Queued
PCTUS0783379R	07306PWRP916134	Folder	powerp	2008-01-14-10.30.41.84	-	Unlocked	-	Queued
PCTUS0783385R	07306PWRP916129	Folder	powerp	2008-01-14-10.17.20.70	-	Unlocked	-	Queued
PCTUS0783386R	07306PWRP916138	Folder	powerp	2008-01-14-09.57.51.77	-	Unlocked	-	Queued

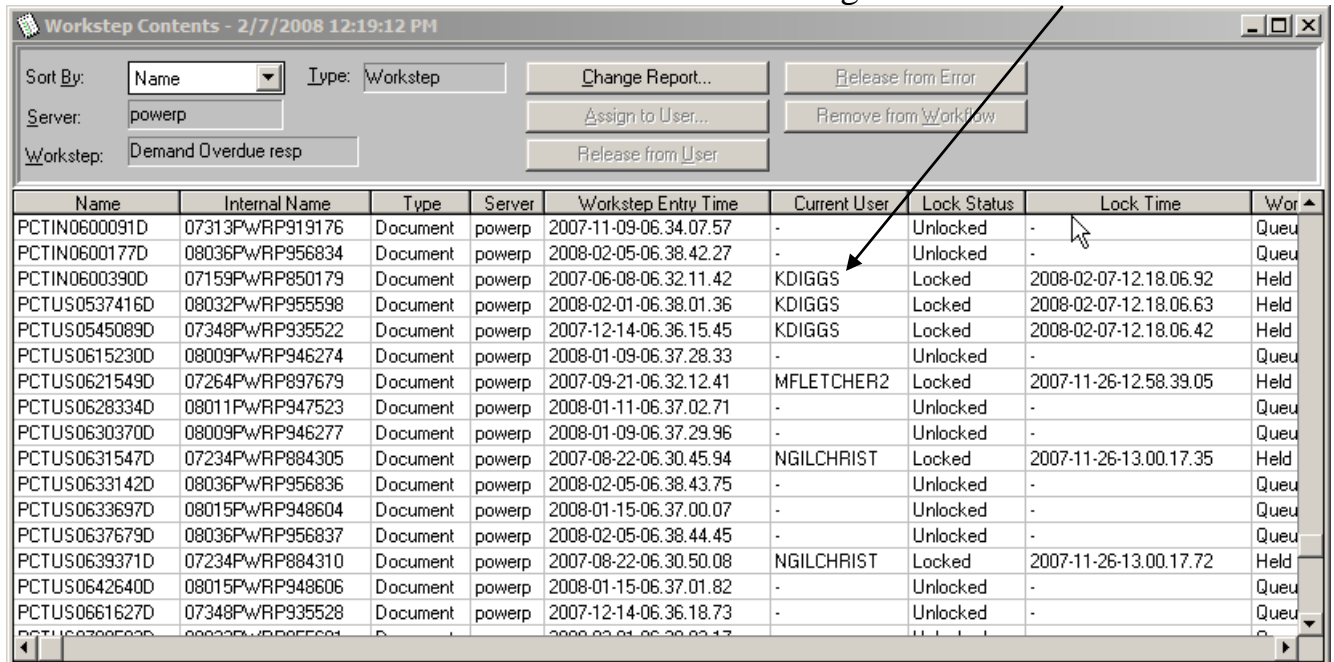
5. After highlighting the serial numbers to be assigned, select Assign to User button. This will open a drop down box so user can be select to assign the serial number, and then select “OK”.



Drop down box to select name

Once this has been done the serial numbers have been assigned to user. To view success close window and then open up again to see that the serial number was assigned to user.

Assigned user: KDIGGS



Name	Internal Name	Type	Server	Workstep Entry Time	Current User	Lock Status	Lock Time	Wor
PCTIN0600091D	07313PWRP919176	Document	powerp	2007-11-09-06.34.07.57	-	Unlocked	-	Queu
PCTIN0600177D	08036PWRP956834	Document	powerp	2008-02-05-06.38.42.27	-	Unlocked	-	Queu
PCTIN0600390D	07159PWRP850179	Document	powerp	2007-06-08-06.32.11.42	KDIGGS	Locked	2008-02-07-12.18.06.92	Held
PCTUS0537416D	08032PWRP955598	Document	powerp	2008-02-01-06.38.01.36	KDIGGS	Locked	2008-02-07-12.18.06.63	Held
PCTUS0545089D	07348PWRP935522	Document	powerp	2007-12-14-06.36.15.45	KDIGGS	Locked	2008-02-07-12.18.06.42	Held
PCTUS0615230D	08009PWRP946274	Document	powerp	2008-01-09-06.37.28.33	-	Unlocked	-	Queu
PCTUS0621549D	07264PWRP897679	Document	powerp	2007-09-21-06.32.12.41	MFLETCHER2	Locked	2007-11-26-12.58.39.05	Held
PCTUS0628334D	08011PWRP947523	Document	powerp	2008-01-11-06.37.02.71	-	Unlocked	-	Queu
PCTUS0630370D	08009PWRP946277	Document	powerp	2008-01-09-06.37.29.96	-	Unlocked	-	Queu
PCTUS0631547D	07234PWRP884305	Document	powerp	2007-08-22-06.30.45.94	NGILCHRIST	Locked	2007-11-26-13.00.17.35	Held
PCTUS0633142D	08036PWRP956836	Document	powerp	2008-02-05-06.38.43.75	-	Unlocked	-	Queu
PCTUS0633697D	08015PWRP948604	Document	powerp	2008-01-15-06.37.00.07	-	Unlocked	-	Queu
PCTUS0637679D	08036PWRP956837	Document	powerp	2008-02-05-06.38.44.45	-	Unlocked	-	Queu
PCTUS0639371D	07234PWRP884310	Document	powerp	2007-08-22-06.30.50.08	NGILCHRIST	Locked	2007-11-26-13.00.17.72	Held
PCTUS0642640D	08015PWRP948606	Document	powerp	2008-01-15-06.37.01.82	-	Unlocked	-	Queu
PCTUS0661627D	07348PWRP935528	Document	powerp	2007-12-14-06.36.18.73	-	Unlocked	-	Queu

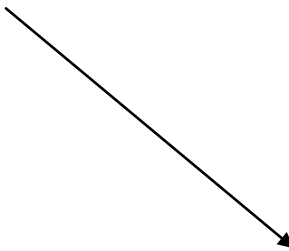
The following steps should be taken for processing documents to be printed and mailed out, using POWER workflow.

1. Once items have been assigned to users, double click on the POWER icon on your desktop.



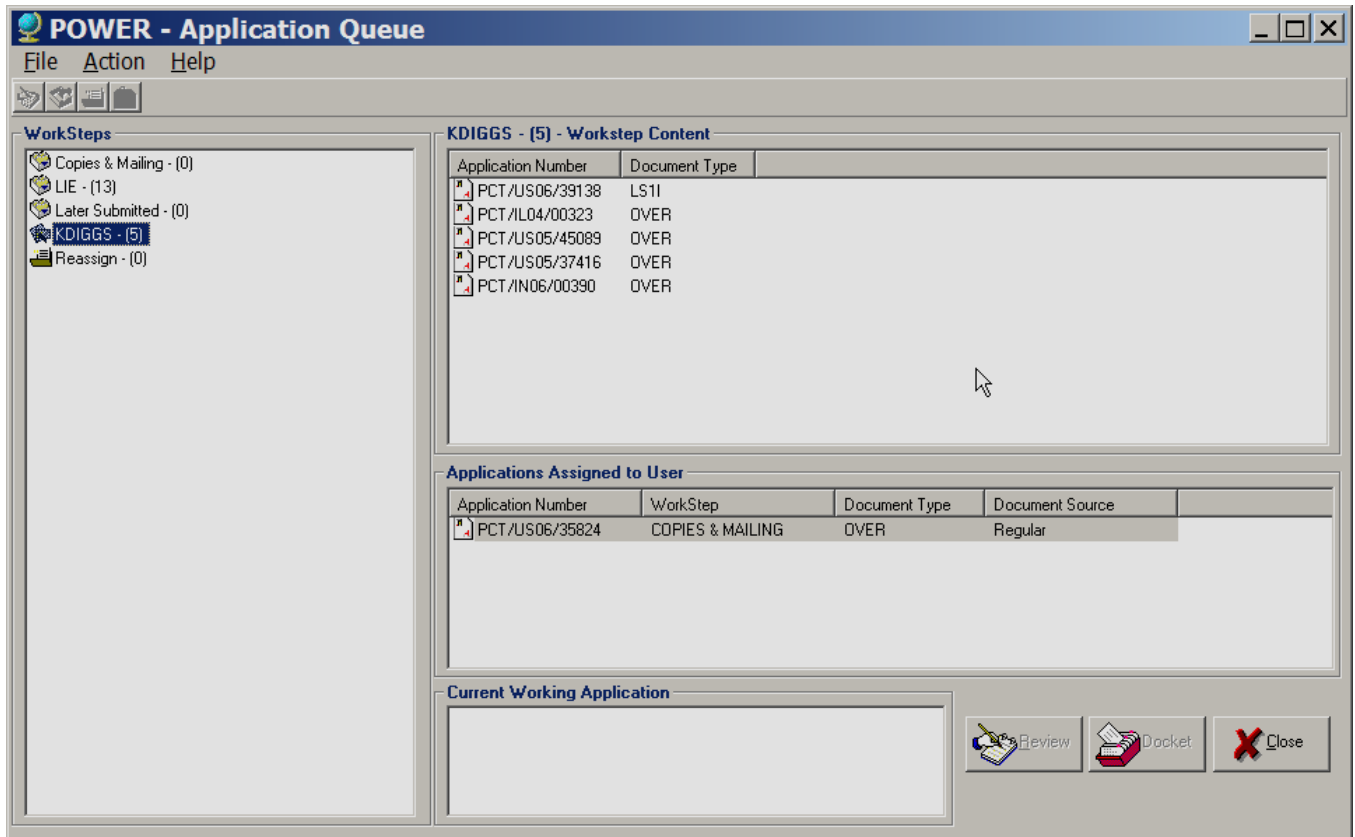
2. After this is done, POWER main menu will open to allow user to view the serial numbers that were assigned to them. Single click the Docket tab.

Single click Docket





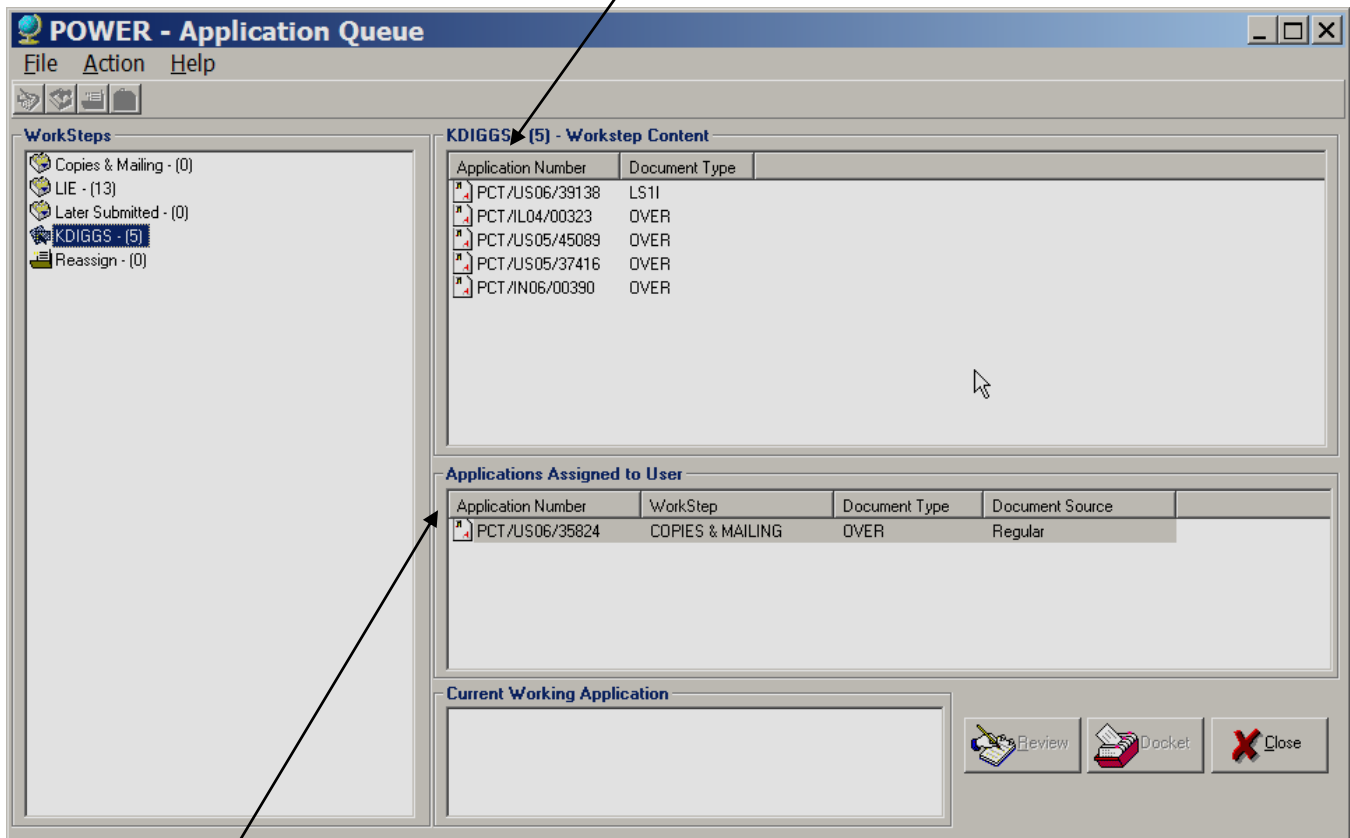
Once this is done the POWER application queue will open to allow user access to the serial numbers that were assigned.



3. User double clicks on the serial number in the top portion of the window "Work step Content" to allow the serial number to drop down to the bottom portion of the window "Applications Assigned to User" in order

to print or mail out correspondence. The user can not act on the application until this is done.

Work Step content assigned to user



Assigned work to be printed and mailed

Important Note

Please proceed with the following instructions as they apply after opening up the serial number.

- If red ball is found in section Security /Classification on “Chapter I – Review Summary” continue with Step 4.
- If no red ball is found in “Chapter I – Review Summary” skip Step 4 and continue with Step 5.

4. Double click on serial number in the “Application Assigned to User” to open Review Summary window.

If red ball appear on Security/Classification item listed in “Review Summary” as seen in window below, send case back to PAS Supervisor with message “Application contain Security/Classification error level Red Ball”.

Red Ball

CHAPTER I - Review Summary

Application Information

Application Number: PCT/US07/95011 US Designated: ☒ Priority Date: Filing Date:

Title THIS IS A TEST OF A CORRECT PCT SAFE ZIP

Summary

	Error Level	Completed
Images		
Applicants/Inventors	●	
Receiving Office Data		
Priority Claims		
Agents/Representatives		
Signatures		
Title Of Invention		
Page Count/Accompanying Documents	●	
International Searching Authority		
Fee Calculation	●	
Security/Classification	●	

Process Status Assigned to Copies and Mailing

Paralegal Name **Work Step** COPIES & MAILING

PCT EASY ☒ E-FILE ☒ ISA

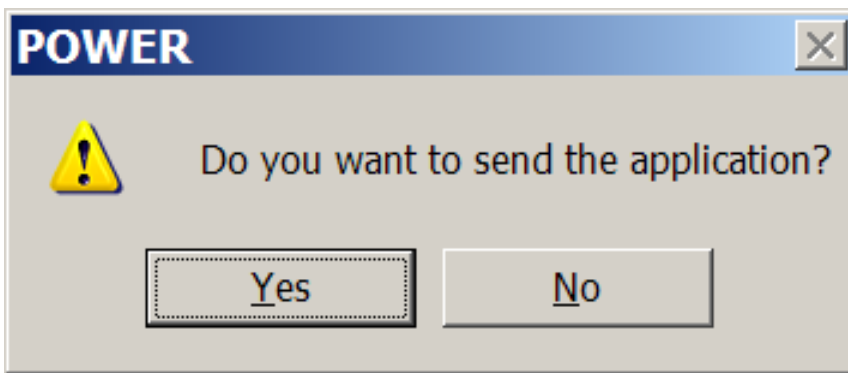
The following steps should be taken to send message back to PAS Supervisor if Red Ball is found in Security/Classification section.

To send message back to PAS Supervisor, select the “Completed” icon from the tool bar as seen below.

Completed icon



User will be prompted “Do you want to send the application”, select yes.



Once “Send To” window opens select radio button “User Mailbox” and select the PAS Supervisor name to which that PAS is assigned to that processed the application.

**See attached list to see which PAS processor is assigned to which Supervisor.*

In the message area type the following message”Application contain Security/Classification error level Red Ball”.

Then select send button to send application back to the PAS Supervisor.

Send To - (PCT/US07/95011)

Send To

☐ Next Workstep

☒ User Mailbox KDIGGS

☐ WorkStep

Message

Application contain Security/Classification error level Red Ball

Insert File Delete File

Send Cancel

CHAPTER II

File View Review Check List Action Window Help

Review

CHAPTER II- Review Summary

Demand Information

Application Number: PCT/US05/45089 ISA: EP Priority Date: Demand Date: 02 Oct 2007

Title DATA INPUT SYSTEM IN POSTMIX DISPENSER

Summary

	Error Level	Complete
Images		
US Competency		
Applicants		
International Preliminary Examination Authority		
Agents/Representatives		
Basis for International Preliminary Examination	●	
Page Count/Accompanying Documents		
Signatures		
Title Of Invention		
Fee Calculation		
Compare Application Info		
Compare Applicant Info	●	
Compare Agent Info		

Process Status Follow-on paper - Awaiting formalities review by paralegal

Work Step DEMAND OVERDUE RESP 22 Month Date Future (Search Report Not Mailed Yet)

Paralegal Name Walker, Misty

2/25/2008 1:03 PM CAPS INS NUM SCRL

PAS processor name

- Double click on serial number, once this is done click “F” for the Forms package in the top left corner of the following window.



For form package

CHAPTER II - [CHAPTER II- Review Summary]

File View Review Check List Action Window Help

Review

Demand Information

Application Number: PCT/IN06/00390 ISA: Priority Date: 22 Sep 2005 Demand Date: 23 Mar 2007

Title NOVEL SOLUBILITY ENHANCER AND USE THEREOF

Summary

	Error Level	Completed
Images		
US Competency		
Applicants		
International Preliminary Examination Authority		
Agents/Representatives		
Basis for International Preliminary Examination		
Page Count/Accompanying Documents		
Signatures		
Title Of Invention		
Fee Calculation		
Compare Application Info		
Compare Applicant Info		
Compare Agent Info		

Process Status

Follow-on paper - Awaiting formalities review by paralegal

work step

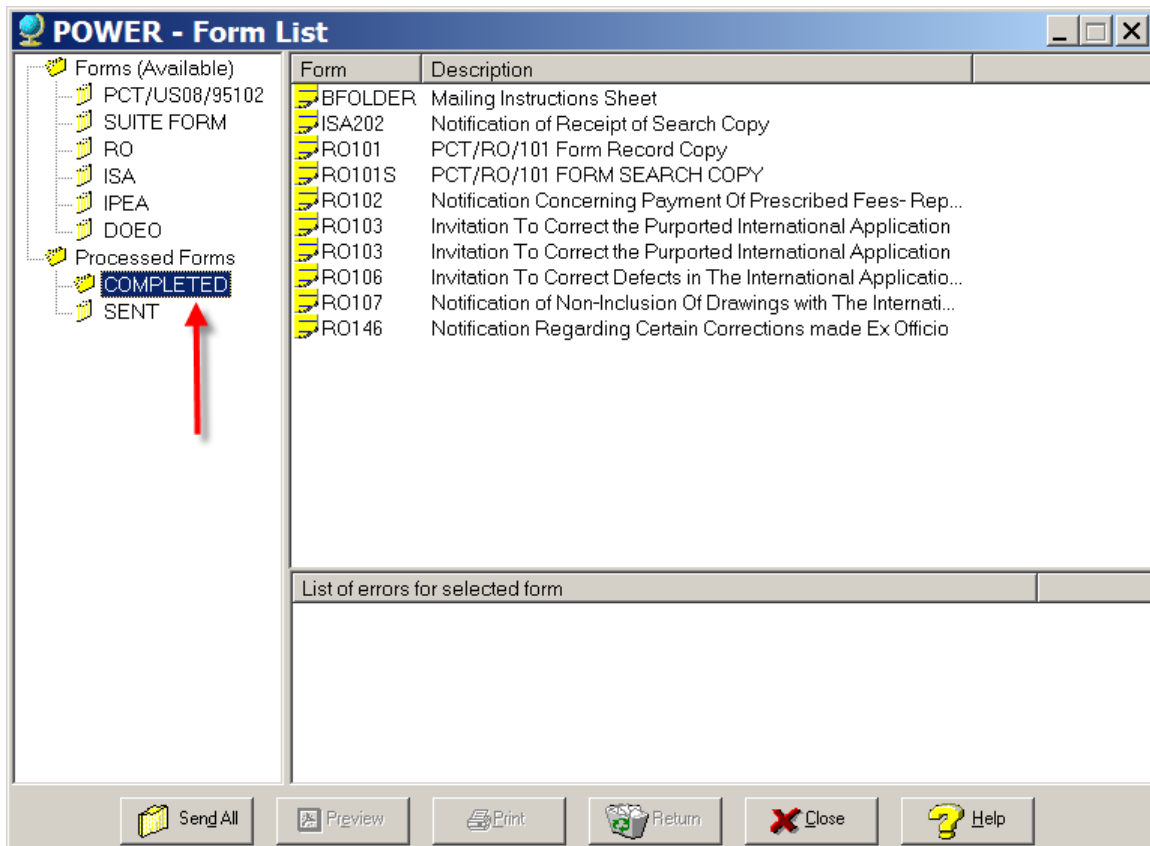
DEMAND OVERDUE RESP 22 Month Date Future (Search Report Not Mailed Yet)

Paralegal Name FOREIGN, FOREIGN F

Compare

2/14/2008 12:17 PM CAPS INS NUM SCRL

6. Select “Completed folder” to review the forms to be printed and mailed. Follow instructions provided on the “B folder” instruction sheet to note which items need to be printed and mailed from IFW and POWER. Review forms to make sure that an address and signature are on the forms.



7. Print out the B folder instruction sheet from the Completed folder. This document contains all instruction as to what needs to be mailed, copied, printed or if CD's need to be burned. (Example of B Folder on pg.21)
8. Follow instructions on the B folder instruction sheet as they apply. If any discrepancies are noted from the B folder instruction sheet send message back to the PAS Supervisor with message of your finding as found in step 4. Do not send documents to Sent folder.
9. Review forms in the Completed folder.
 - Review each form in the completed folder to make sure an address is present on documents to be mailed.

- The contractor should also review form to make sure a box is checked on the form as well as a signature is present on the form in the Completed folder. If discrepancies are found send message back to the PAS Supervisor. Do not send documents to the Sent folder.
- If instructions on B folder instruction sheet indicate to print Sequence Listing or burn CD copy of Sequence Listing always perform this action before sending forms to the “Sent folder”. If problem occurs while trying to print or burn CD do not send forms to the completed folder until problem has been resolved.

10. Printing, Mailing and Sending Forms to the Sent Folder.

- If all Forms in the “Completed folder” are found to be correct and all instructions can be completed then the forms can be printed and mailed out according to the B folder instruction sheet including document to be printed from IFW.
- Highlight all forms located in the Completed folder.
- Once this is done select the “Send” button located at the bottom of POWER.



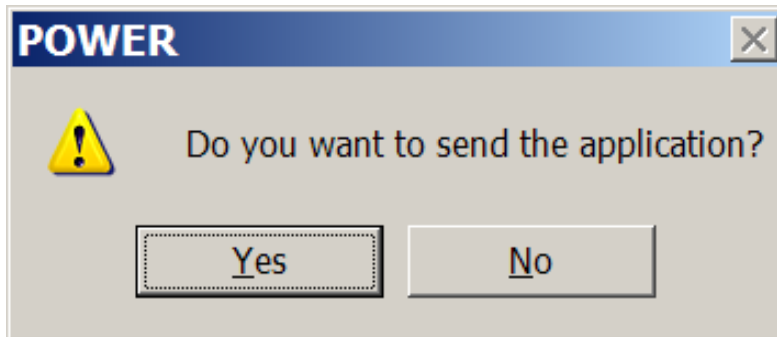
- Prompt button will appear “Do you want to move forms”? Select “Yes”.
- Prompt button will appear noting that forms have been placed in the “Send folder”, select “Okay”.
- When print window appears, select Print
- Do not mail Inventory Sheet or B folder sheet. Supervisor shall provide instruction on handling these documents.
- Mail forms and CD’s as instructed on the B folder sheet.

11. Sending application to the Next “Work Step”.

- Click on blue “Completed” icon as shown to send application to Next “Work Step”.



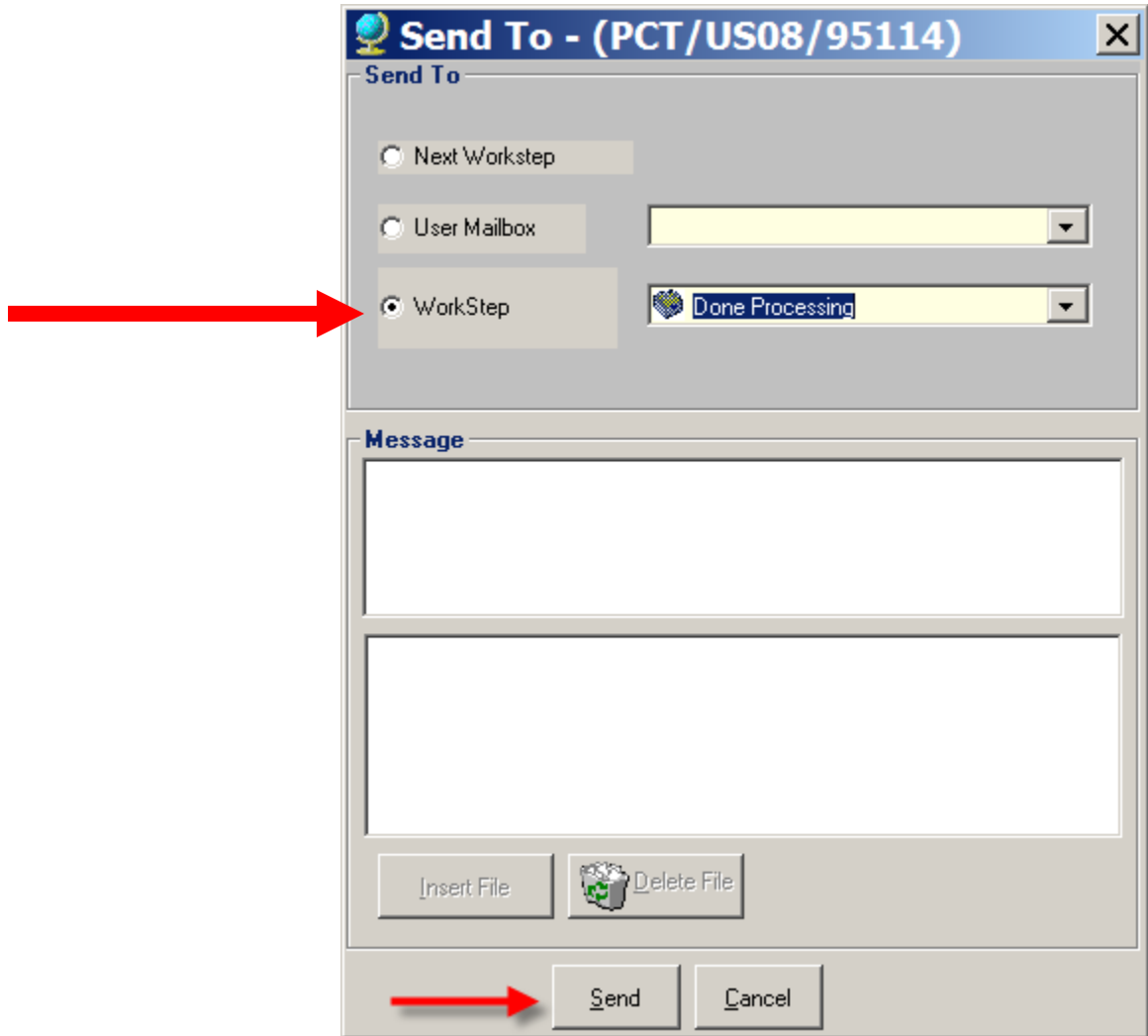
User will be prompted “Do you want to send the application”, select yes.



The following should be applied in forwarding the applications to the next “Work Step”.

If Fees were paid according to item 2 of the B folder Instruction sheet proceed in the following manor

- Select radio button “Work Step”, then select “Done Processing” from the drop down menu.
- Select “Send” to forward application to “Done Processing” queue.



If Fees were not paid according to item 2 of the B folder Instruction sheet proceed in the following manor

MAILING INSTRUCTIONS SHEET:
Mail the forms and other items indicated below as instructed

APPLICATION NUMBER: _____
NAME: _____
DATE: _____

1. Type Of Mailing:

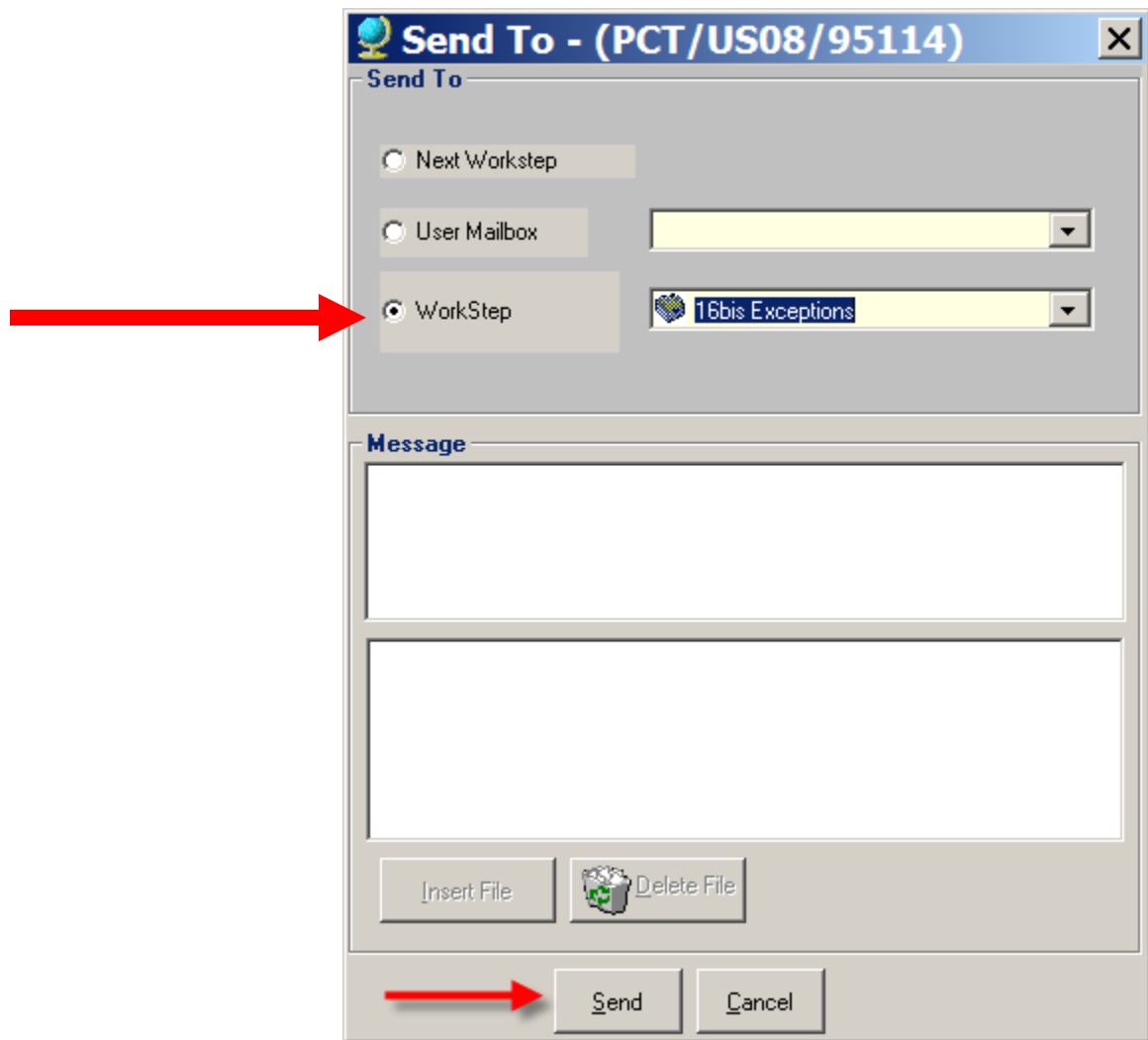
2. Fees Paid:

3. ISA/IPEA:

**If "No" is selected in the Fee area
send to Workstep "16BIS".**

4. Other items to be mailed with ISA/EP, ISA/KR, or ISA/AU search copy (NOT ISA/US):

- Select radio button “Work Step”, then select “16bis Exceptions” from the drop down menu.
- Select “Send” to forward application to “16bis Exceptions” queue.



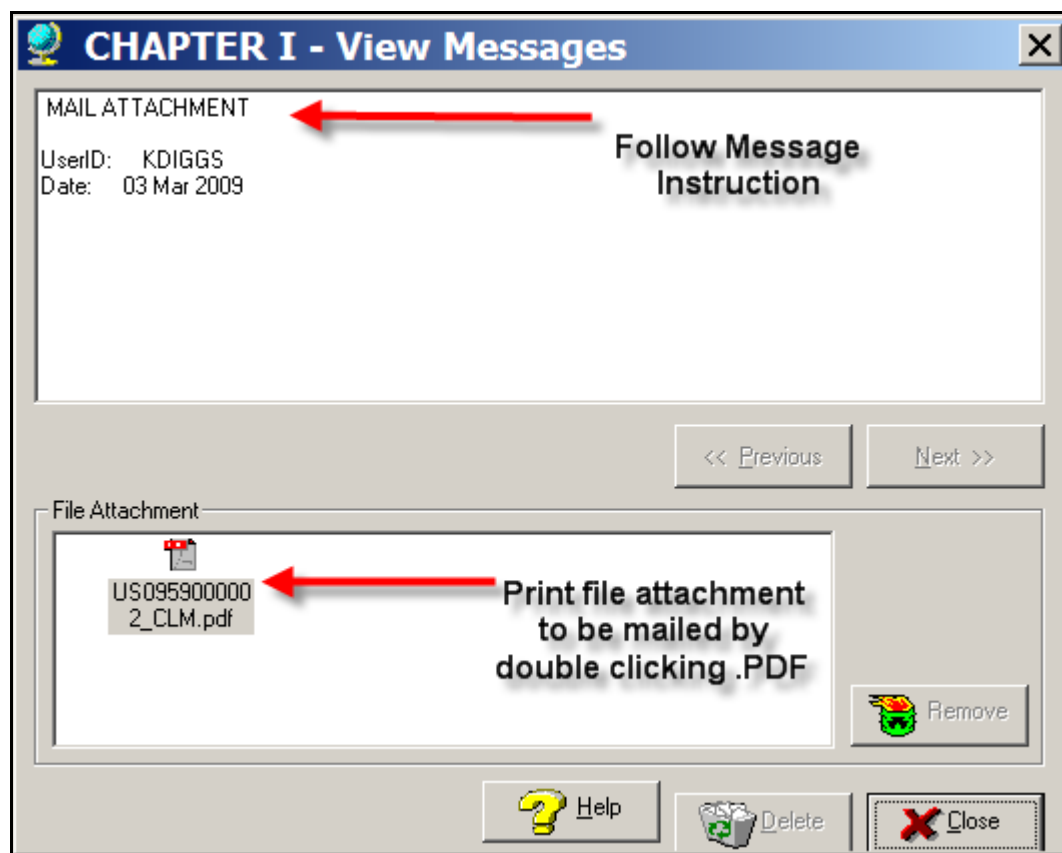
12. Open up next application in "Power Application Queue".

The following steps should be taken to print attachments to be mailed.

If an application included a form such as an RO 146 to which an attachment is to be mailed proceed with the following.

- Select application from "Application Assigned to user queue.
- Window will open with message to print attachment.
- Double click attachment.

- When the attachment opens, print the attachment to be mailed with the forms.



- Follow any instructions found in the comment area of the B folder Instruction sheet.

MAILING INSTRUCTIONS SHEET:
Mail the forms and other items indicated below as instructed

APPLICATION NUMBER: PCT/US2007/020002

NAME: Kevin Diggs

DATE: 16-Jul-2008

1. Type Of Mailing New PCT application: GO TO Item 2 : Skip Item 5

2. Fees Paid = Yes: Go To Item 3.

3. ISA = US: Do Not Mail Search Copy: Mail forms to applicant: Go to Item 6

4. Other Items To Be Mailed With Search Copy [ISA NOT US]

- ☐ Mail CRF CD to ISA (Retrieve CRF from Contractor Holding Area) Go To Item 6
- ☒ Burn CD copy of Sequence Listing from SCORE & Mail to ISA: Go To Item 6

5. LSS Only

6. Forms to be Mailed

RO Forms			ISA Forms	IPEA Forms
<input checked="" type="checkbox"/> RO/102	<input type="checkbox"/> RO/113	<input type="checkbox"/> RO/136	Mark Only if ISA = US <input type="checkbox"/> ISA/202 <input type="checkbox"/> ISA/225 <input type="checkbox"/> Seq List error report	<input type="checkbox"/> IPEA/402
<input type="checkbox"/> RO/102N	<input type="checkbox"/> RO/114	<input type="checkbox"/> RO/138		<input type="checkbox"/> IPEA/403
<input type="checkbox"/> RO/103	<input type="checkbox"/> RO/117	<input type="checkbox"/> RO/146		<input type="checkbox"/> IPEA/404
<input checked="" type="checkbox"/> RO/105	<input type="checkbox"/> RO/123	<input type="checkbox"/> RO/151		<input type="checkbox"/> IPEA/407
<input type="checkbox"/> RO/106	<input type="checkbox"/> RO/126	<input type="checkbox"/> RO/153	Other Forms <input type="checkbox"/> <input type="checkbox"/> 	<input type="checkbox"/> IPEA/424
<input type="checkbox"/> RO/107	<input checked="" type="checkbox"/> RO/132	<input type="checkbox"/> RO/155		<input type="checkbox"/> IPEA/424-N
<input type="checkbox"/> RO/110	<input type="checkbox"/> RO/132-4	<input type="checkbox"/> RO/158		<input type="checkbox"/> IPEA/436
<input type="checkbox"/> RO/111	<input type="checkbox"/> RO/133	<input type="checkbox"/> RO/159		<input type="checkbox"/> IPEA/440

Comments:

OK TO MAIL.

Instructions for Preparing Search Copy CD for ISA/RU

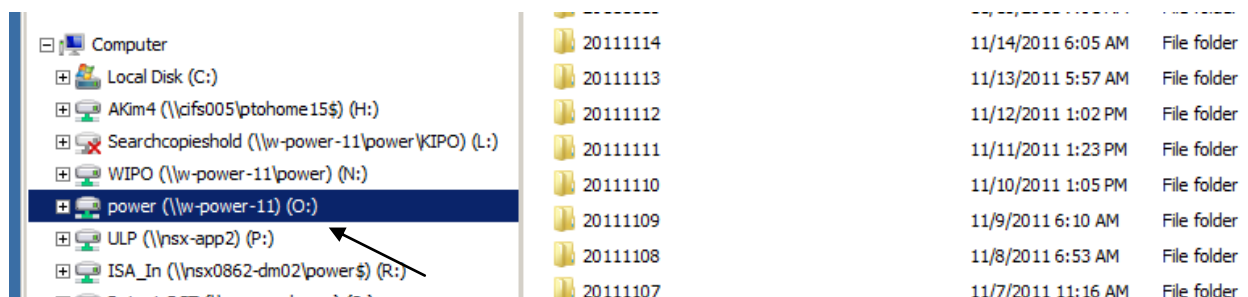
Effective: January 1, 2012

IAP Search Copy CD Burning

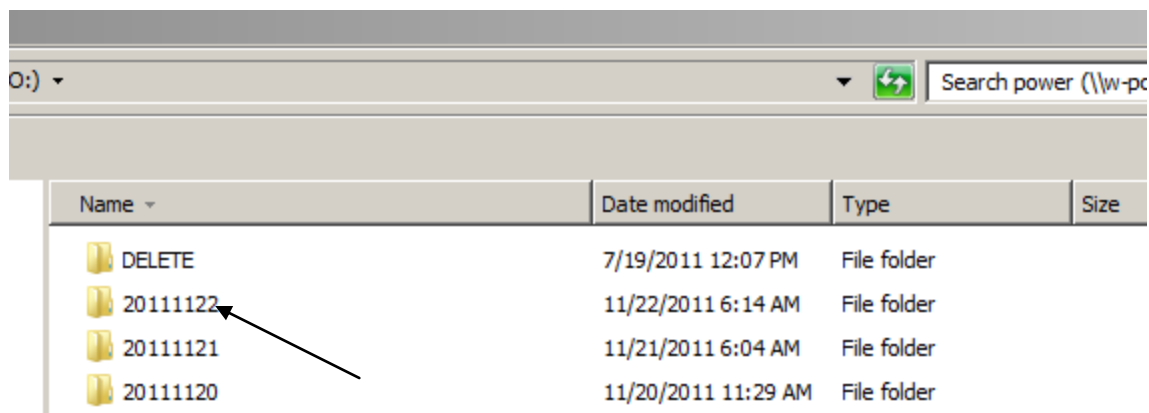
To access the Search Copy Packages in the POWER folder

1. Go to the following POWER folder: \\w-power-11\power\ROSP\SEARCHCOPIES to locate search copy package(s) ready for ISA/RU.

NOTE: To simplify your future work, it is highly recommended that you map your O drive to “\\w-power-11\power\ROSP\SEARCHCOPIES”. This is one time task. If you experience any difficulty in mapping your O driver (or any drive letter you prefer to use), please contact Albert Kim (x27370) for assistance.



In the example below, the first search copy package is named as “20111122”, indicating that the package was prepared November 22, 2011.



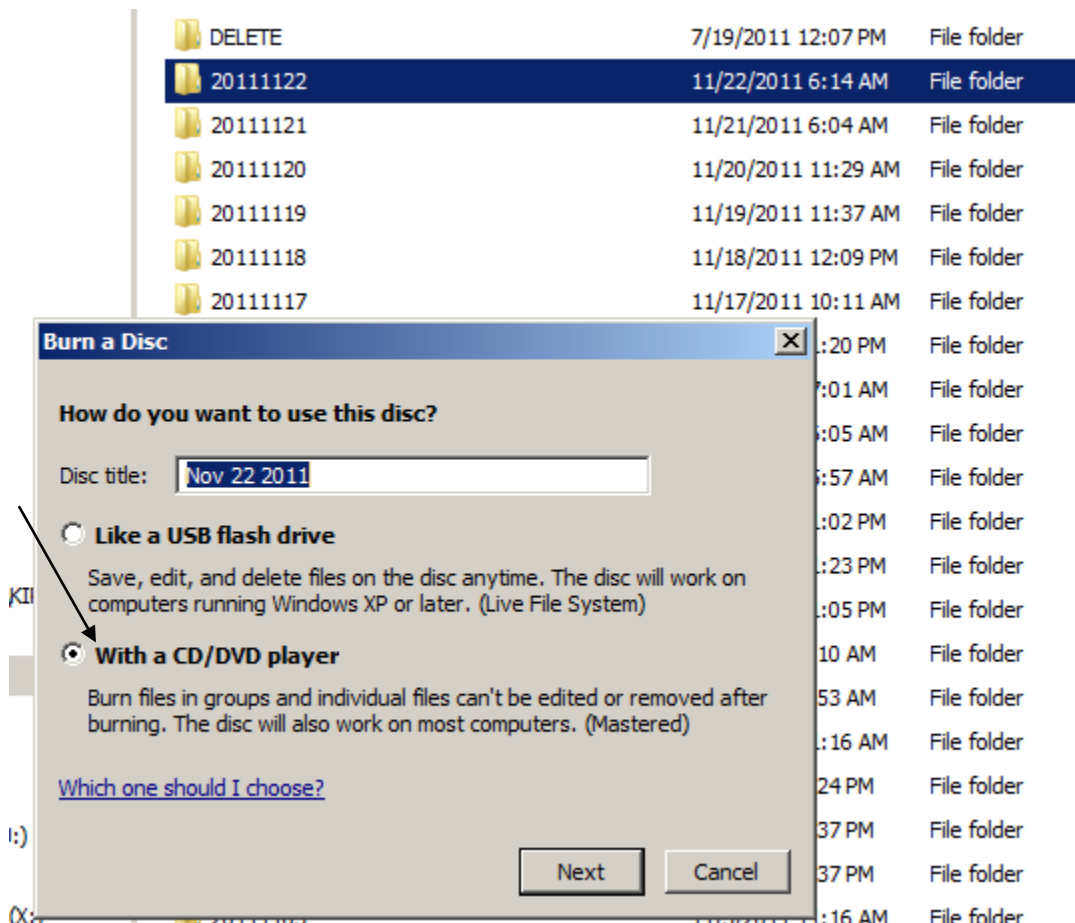
2. Right-click over each search copy package file. If there is more than one search copy packages [as shown in the above screen-shot], then please select all by following the next three steps:
 - a. Select the first file name.
 - b. Press the Shift key but do not release until the next step is complete.
 - c. Select the last file name.

Make sure that all the package file names that must be burn into CD are highlighted.

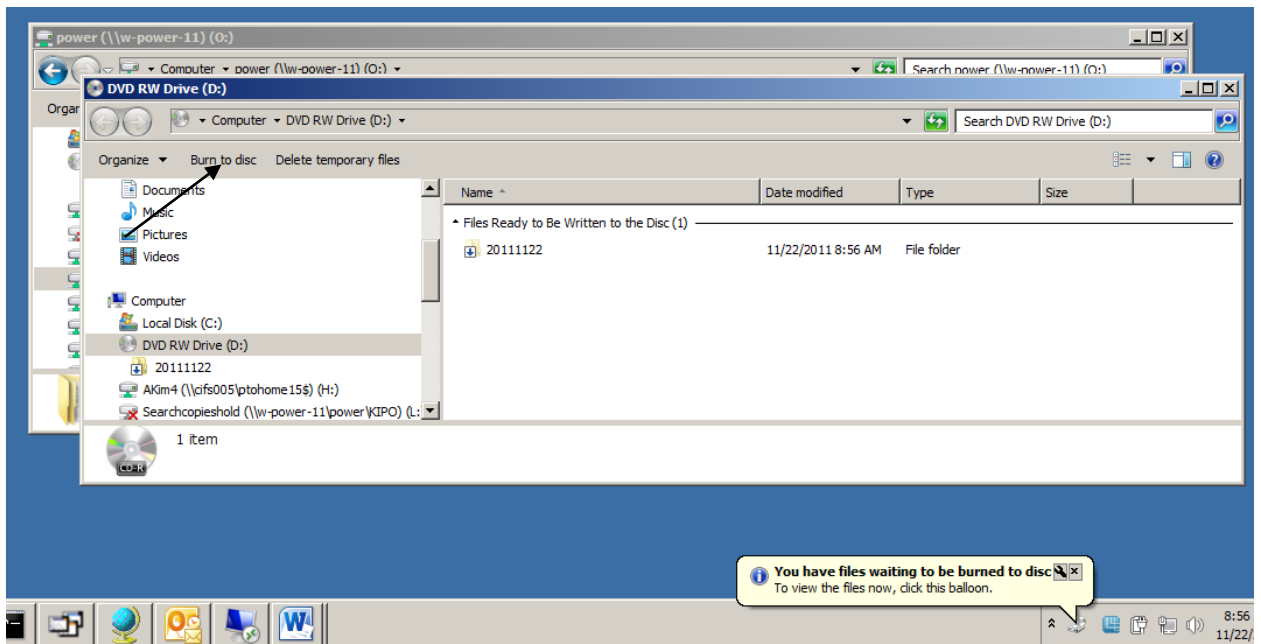
- Right-click over the highlighted file name(s) will display the window file operation menu. Select “Send To” → “DVD RW Drive (D:)”.

This will display the following ”Burn a Disc” window.

- Select “Write a CD/DVD player.

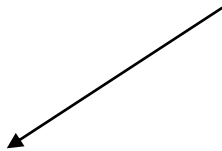


3. Click *Next* to continue. A message on your monitor will inform you that you have files waiting to be burned to disc.

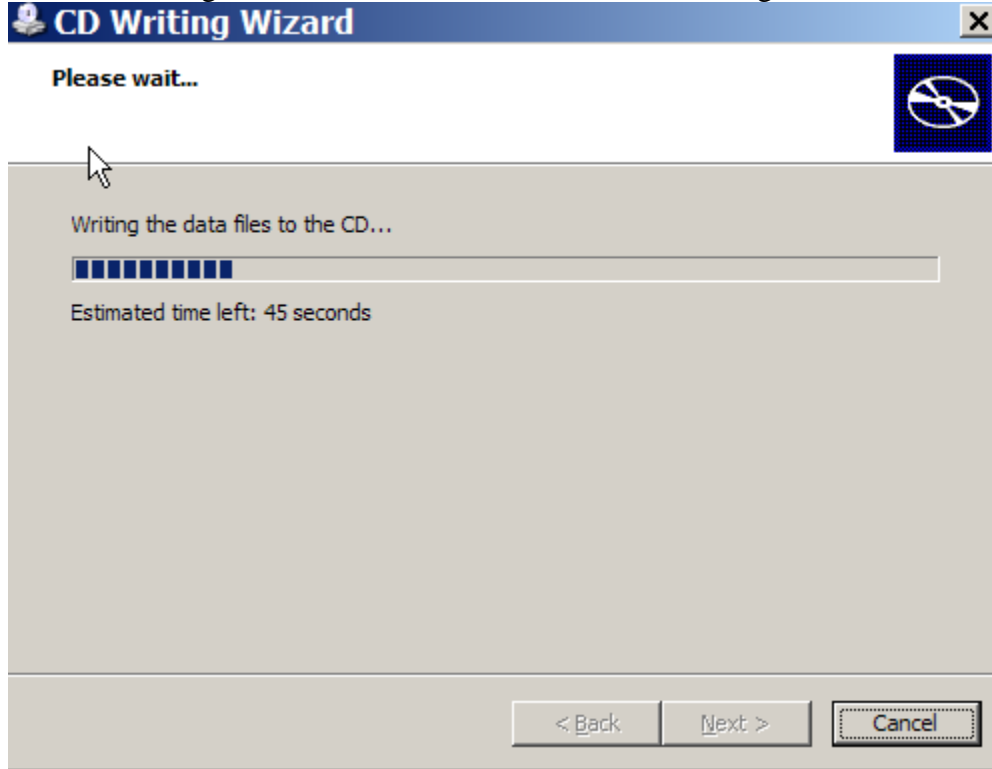


To prepare the Search Copy Packages CD

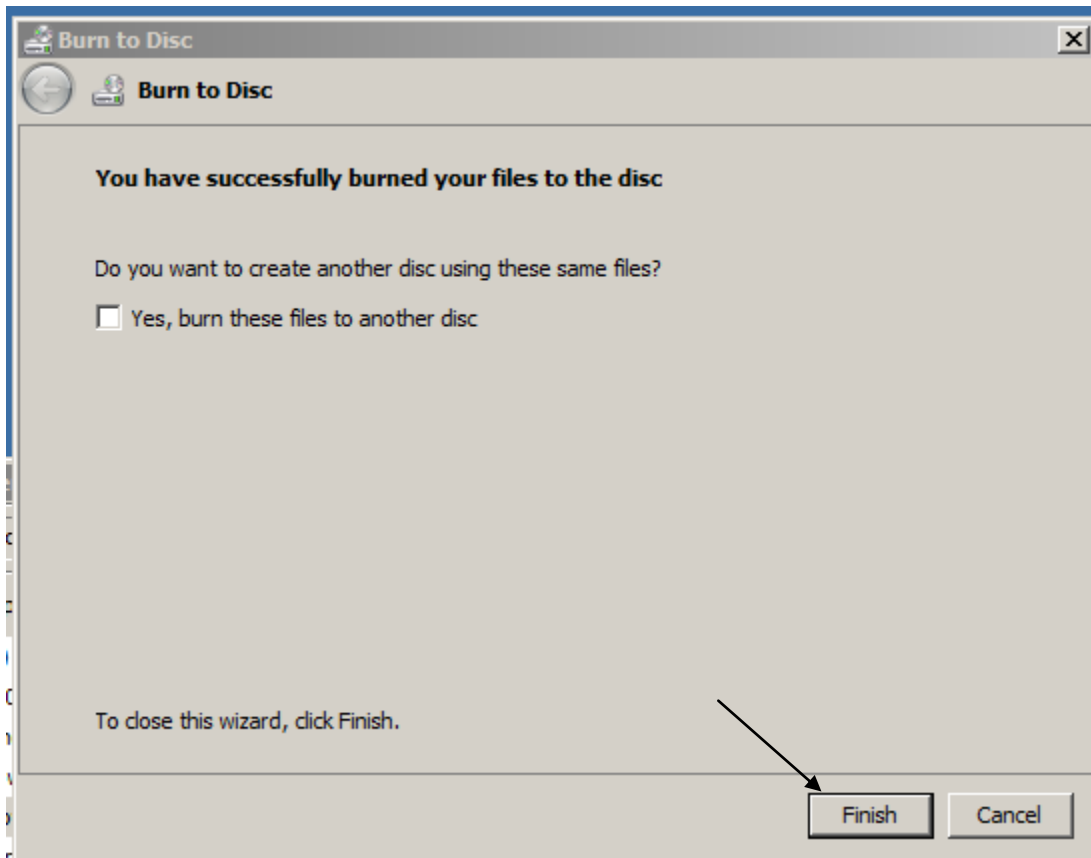
4. Place a CD-R in your DVD-RW drive on your computer. This will be the lower CD drive if you have multiple disc drives with your workstation.
5. Click *Burn to disc*. This step will display the Burn to disc window as shown below.
 - Enter today's date as the Disc title.
 - Click *Next* to continue.



6. The CD Writing Wizard will show that the files are burning to the CD-R.



7. When the CD Writing Wizard is complete, select ***Finish***
- The CR-R Drive on your CPU will open.
 - Remove the CD-R, write each package number on the CD-R using indelible ink. For example, “2011104-2011110” would indicate search copy files for the week Friday November 4 through Thursday November 10, 2011.
 - Place the CD-R in a jewel case (CD case)



8. [IMPORTANT] After the CD copying is complete, move the search copy package file(s) to the “DELETE” folder using the Window’s drag-and-drop method over the selected package file name(s). This will help us to determine which package(s) have been prepared and mailed to ISA/RU.

